

ORDINANCE NO. 2011-05

AN ORDINANCE OF THE VILLAGE COMMISSION  
OF THE VILLAGE OF BISCAYNE PARK, FLORIDA,  
ADOPTING A BUDGET FOR FISCAL YEAR 2011-2012  
FOR THE VILLAGE OF BISCAYNE PARK, FLORIDA;  
PROVIDING FOR CONFLICTS; PROVIDING FOR  
SEVERABILITY; PROVIDING FOR AN EFFECTIVE  
DATE

WHEREAS, the 2011-2012 Budget for the expenditures of the Village's funds and departments have been prepared by the Village Manager and submitted to the Village Commission; and

WHEREAS, said Budget, in conformity with the Village Charter requirements, have been filed with the Village Clerk and have been open for inspection by the public; and

WHEREAS, a public hearing has been held pursuant to notice published in a newspaper circulated in the Village wherein all interested persons were given the opportunity to voice their objections to any item listed in the Budget; now, therefore

BE IT ORDAINED by the Village Commission of the Village of Biscayne Park, Florida, as follows:

**Section 1.** The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and hereby made a specific part of this Ordinance upon adoption hereof.

**Section 2.** The Budget, a copy of which is attached hereto and expressly made a part hereof, is hereby adopted and shall be in full force and effect for the Fiscal Year of the Village of Biscayne Park, Florida, commencing on October 1, 2011 and terminated on September 30, 2012.

**Section 3.** There is hereby appropriated from the General Fund and other funds of the Village as set forth in detail in the Budget annexed hereto, for the uses, expenditures and fiscal

1 requirements of the several funds and departments of the Village, the sum designated in said  
2 Budget.

3 **Section 4.** The Budget for Fiscal Year 2011-2012, is attached hereto and made a  
4 specific part hereof as Exhibit "1". All as set forth in detail in said Budget, is hereby approved  
5 and adopted and accepted as the Budget for the Village of Biscayne Park, Florida for the Fiscal  
6 Year 2011-2012.

7 **Section 5.** The provisions of this Ordinance shall not be deemed to be a limitation on  
8 the powers granted to the Village Commission by the Village Charter, which are related to the  
9 fiscal management of the Village's funds.

10 **Section 6.** From time to time, the Village Commission may transfer funds from one  
11 fund, account or department to another as the necessity for the same may occur without being  
12 required to amend the terms and provisions of this Ordinance.

13 **Section 7.** All ordinances or parts of ordinances and resolutions or parts of  
14 resolutions in conflict herewith are hereby repealed to the extent of such conflict.

15 **Section 8.** If any clause, section, or other part or application of this ordinance shall be  
16 held by an court of competent jurisdiction to be unconstitutional or invalid such unconstitutional  
17 or invalid part or application shall be considered as eliminated and so not affecting the validity of  
18 the remaining portions or applications remaining in full force or effect.

19 **Section 9.** This Ordinance shall become effective immediately upon its passage and  
20 adoption.


21  
22 The foregoing Ordinance was offered by Commissioner Al Childress who moved its adoption.

23 The motion was seconded by Vice Mayor Robert Anderson and upon being put to a vote, the  
24 vote was as follows:

PASSED AND ADOPTED upon first reading this 13<sup>th</sup> day of September, 2011.

PASSED AND ADOPTED upon second reading this 20<sup>th</sup> day of September, 2011.

**The foregoing ordinance upon being put  
to a vote, the vote was as follows:**

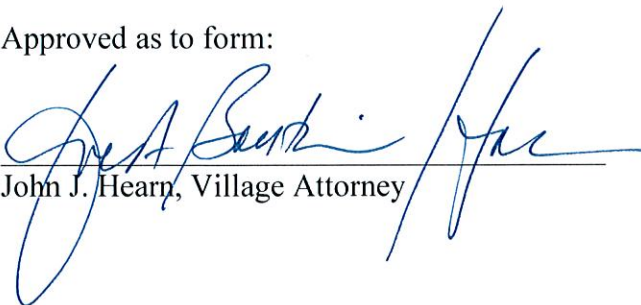
  
\_\_\_\_\_  
Roxanna Ross, Mayor

Mayor Ross: Yes  
Vice Mayor Anderson: Yes  
Commissioner Bernard: No  
Commissioner Childress: Yes  
Commission Cooper: No

Attest:

  
\_\_\_\_\_  
Maria C. Camara, Village Clerk

Approved as to form:

  
\_\_\_\_\_  
John J. Hearn, Village Attorney



# 2011-2012 Adopted BUDGET





## EXECUTIVE SUMMARY

### FISCAL YEAR 2011-12 PROJECTED G.F. REVENUES

OBJECT:	ACCOUNT NAME	Audited F.Y.E. 9-30-2009 Actual	F.Y.E. 9-30-2010 Actual	FY 2010-11 Adopted Budget	FY 2011-12 Adopted Budget	Change from prior year Adopted Budget	Percent Change
311.10.00	Ad Valorum/Pers Property Tax	\$ 1,568,450	\$ 1,357,690	\$ 1,182,565	\$ 1,135,848	\$ (46,717)	-3.95%
	Ad Valorum Tax Discount (4%)	-	-	(32,521)	(43,180)	(10,659)	32.77%
313.10.00	Electric Franchise Fee	112,916	120,595	131,000	122,000	(9,000)	-6.87%
313.40.00	Gas/Propane Franchise Fee	2,356	-	4,800	4,800	-	0.00%
314.10.00	Electric Utility Tax	98,841	114,338	130,000	116,000	(14,000)	-10.77%
314.40.00	Gas/Propane Utility Tax	5,239	10,699	8,000	10,000	2,000	25.00%
314.xx.xx	Water Utility Tax	-	-	24,000	10,000	(14,000)	-58.33%
315.10.01	Communications Service Tax	140,178	148,807	150,205	148,657	(1,548)	-1.03%
321.10.00	Occupational License - Home	1,050	-	500	-	(500)	-100.00%
322.10.00	Building Permits	57,547	125,191	65,000	62,000	(3,000)	-4.62%
322.20.00	Electrical Permits	7,297	10,439	9,000	8,000	(1,000)	-11.11%
322.30.00	Plumbing Permits	12,311	14,706	14,000	10,000	(4,000)	-28.57%
322.40.00	Air Conditioning Permits	7,040	8,402	5,000	7,000	2,000	40.00%
322.60.00	Paint Permits	1,837	1,344	2,000	1,500	(500)	-25.00%
322.70.00	Garage Sale Permit	735	760	1,000	1,000	-	0.00%
322.80.00	Plan Review	600	-	1,000	1,000	-	0.00%
322.90.01	Variance Application Fees	1,344	926	1,500	1,000	(500)	-33.33%
322.99.00	Permit Administrative Fee	13,468	3,373	15,000	11,250	(3,750)	-25.00%
323.11.00	Contractor Registration	-	3,327	2,000	3,000	1,000	50.00%
323.10.00	Occupancy/Re-occupancy Fee	3,250	3,629	2,000	3,000	1,000	50.00%
323.12.00	Landlord Permit Fees	4,600	500	1,500	5,000	3,500	233.33%
323.13.00	Home Occupational Fee	1,155	350	800	1,500	700	87.50%
331.30.00	Federal Grant - FEMA Reimb.	-	-	-	-	-	0.00%
334.21.00	Federal Grant - Byrne	-	2,463	-	3,212	3,212	100.00%
335.12.00	State Revenue Sharing	56,501	60,793	62,104	81,206	19,102	30.76%
335.18.00	Local Govt 1/2 Cent Sales Tax	186,465	133,749	189,947	192,279	2,332	1.23%
	Fuel Tax Rebate	-	905	2,400	-	(2,400)	-100.00%
338.30.00	Occup Licenses - County	-	1,468	3,500	3,000	(500)	-14.29%
341.20.00	Cert, Copies & Lien Search	3,765	5,500	5,000	6,000	1,000	20.00%
347.20.01	Recreation Program Fees	21,983	4,115	5,000	20,844	15,844	316.88%
347.20.02	Recreation Concession Sales	8,536	7,103	7,000	7,600	600	8.57%
347.20.03	Other Rec Fees (Special)	12,765	11,640	12,000	7,000	(5,000)	-41.67%
351.01.00	Fines & Forfeitures	31,275	23,770	40,000	20,000	(20,000)	-50.00%
354.00.01	Code Violations	6,550	77,408	25,000	20,000	(5,000)	-20.00%
361.00.00	Miscellaneous	7,504	3,864	-	-	-	0.00%
361.10.00	Interest Earnings	-	5,125	6,000	3,000	(3,000)	-50.00%
369.02.00	Dividends	-	-	3,000	1,500	(1,500)	-50.00%
369.01.00	Miscellaneous Other	13,943	29,658	6,000	20,000	14,000	233.33%
369.01.02	Insurance Proceeds	1,885	14,285	-	-	-	0.00%
369.02.00	Misc Newsletter Ads	875	3,235	-	3,000	3,000	100.00%
369.03.00	Misc. Donations	313	9,815	-	-	-	0.00%
369.04.00	Donation Rec- Center	-	1,000	-	3,000	3,000	100.00%
369.05.00	Sale of Surplus Property	3,740	-	1,500	15,000	13,500	900.00%
380.00.00	Fund Balance Carryover	-	-	-	-	-	0.00%
380.01.00	Loan Proceeds	128,810	-	-	-	-	0.00%
380.02.01	Investments - Unrealized gain	4,410	-	-	-	-	0.00%
381.00.00	Admin Fee - Sanitation Fund	50,000	50,000	57,794	59,610	1,816	3.14%
381.00.00	Sanitation Fund	-	-	98,340	103,982	5,642	5.74%
381.00.00	Admin Fee - Road Fund	-	-	14,146	14,271	125	0.88%
381.00.00	Admin Fee - CITT Fund	-	-	-	5,100	5,100	100.00%
<b>TOTAL GENERAL FUND REVENUES:</b>		<b>\$ 2,579,534</b>	<b>\$ 2,370,972</b>	<b>\$ 2,257,080</b>	<b>\$ 2,208,979</b>	<b>\$ (48,101)</b>	<b>-2.13%</b>





# EXECUTIVE SUMMARY

## FISCAL YEAR 2011-12

### PROJECTED G.F. REVENUES

OBJECT:	ACCOUNT NAME	FY 2011-12 Adopted Budget	Change from prior year Adopted Budget	Percent Change	Category Description
311.10.00	Ad Valorum/Pers Property Tax	\$ 1,135,848	\$ (46,717)	-3.95%	from Property Appraiser July 1, 2011 and based on 8.9 millage rate.
	Ad Valorum Tax Discount (4%)	(43,180)	(10,659)	32.77%	Reduced based on prior year collections.
313.10.00	Electric Franchise Fee	122,000	(9,000)	-6.87%	Per FPL Franchise Representative, fuel costs could drive this estimate higher.
313.40.00	Gas/Propane Franchise Fee	4,800	-	0.00%	Received \$1,200 in Franchise fee in July
314.10.00	Electric Utility Tax	116,000	(14,000)	-10.77%	Per FPL Franchise Representative, fuel costs could drive this estimate higher.
314.40.00	Gas/Propane Utility Tax	10,000	2,000	25.00%	Based on 2010-11 projection
314.xx.xx	Water Utility Tax	10,000	(14,000)	-58.33%	Based on 2010-11 projection and additional fees for 2011-12
315.10.01	Communications Service Tax	148,657	(1,548)	-1.03%	LCIR Municipal Revenue Sharing - Preliminary Final July 5 update Revision July 21 down from \$150,639
321.10.00	Occupational License - Home	-	(500)	-100.00%	Not receiving, eliminated
322.10.00	Building Permits	62,000	(3,000)	-4.62%	Reduced based on prior year.
322.20.00	Electrical Permits	8,000	(1,000)	-11.11%	Reduced based on prior year
322.30.00	Plumbing Permits	10,000	(4,000)	-28.57%	Reduced based on prior year
322.40.00	Air Conditioning Permits	7,000	2,000	40.00%	Increase based on prior year
322.60.00	Paint Permits	1,500	(500)	-25.00%	Reduced based on prior year
322.70.00	Garage Sale Permit	1,000	-	0.00%	
322.80.00	Plan Review	1,000	-	0.00%	
322.90.01	Variance Application Fees	1,000	(500)	-33.33%	
322.99.00	Permit Administrative Fee	11,250	(3,750)	-25.00%	Actual projected to increase for next year.
323.11.00	Contractor Registration	3,000	1,000	50.00%	Increase based on prior year
323.10.00	Occupancy/Re-occupancy Fee	3,000	1,000	50.00%	Increase based on prior year
323.12.00	Landlord Permit Fees	5,000	3,500	233.33%	Greater enforcement
323.13.00	Home Occupational Fee	1,500	700	87.50%	Greater enforcement
331.30.00	Federal Grant - FEMA Reimb.	-	-	0.00%	
334.21.00	Federal Grant - Byrne	3,212	3,212	100.00%	
335.12.00	State Revenue Sharing	81,206	19,102	30.76%	LCIR Municipal Revenue Sharing - Revised July 24 and further to conservative est.
335.18.00	Local Govt 1/2 Cent Sales Tax	192,279	2,332	1.23%	LCIR Half Cent Sales Tax - June 24 update
	Fuel Tax Rebate	-	(2,400)	-100.00%	Eliminated
338.30.00	Occup Licenses - County	3,000	(500)	-14.29%	Based on prior year and contact with County
341.20.00	Cert, Copies & Lien Search	6,000	1,000	20.00%	Projection increase in documentation approvals
347.20.01	Recreation Program Fees	20,844	15,844	316.88%	Based on prior year and opening of Ed Burke Recreation Center
347.20.02	Recreation Concession Sales	7,600	600	8.57%	Anticipated increase in sales because of increase in program participants
347.20.03	Other Rec Fees (Special)	7,000	(5,000)	-41.67%	Anticipated increase in facility rental from prior year
351.01.00	Fines & Forfeitures	20,000	(20,000)	-50.00%	Decrease based on prior year
354.00.01	Code Violations	20,000	(5,000)	-20.00%	Greater enforcement will increase actual from prior year
361.00.00	Miscellaneous	-	-	0.00%	
361.10.00	Interest Earnings	3,000	(3,000)	-50.00%	Reduction based on prior year
369.02.00	Dividends	1,500	(1,500)	-50.00%	Reduction based on prior year
369.01.00	Miscellaneous Other	20,000	14,000	233.33%	
369.01.02	Insurance Proceeds	-	-	0.00%	
369.02.00	Misc Newsletter Ads	3,000	3,000	100.00%	
369.03.00	Misc. Donations	-	-	0.00%	
369.04.00	Donation Rec- Center	3,000	3,000	100.00%	
369.05.00	Sale of Surplus Property	15,000	13,500	900.00%	Anticipated vehicle sales include Bus, and Toyota Camry
380.00.00	Fund Balance Carryover	-	-	0.00%	
380.01.00	Loan Proceeds	-	-	0.00%	
380.02.01	Investments - Unrealized gain	-	-	0.00%	
381.00.00	Admin Fee - Sanitation Fund	59,610	1,816	3.14%	Administration Fees
381.00.00	Sanitation Fund	103,982	5,642	5.74%	Indirect Costs
381.00.00	Admin Fee - Road Fund	14,271	125	0.88%	Administration Fees
381.00.00	Admin Fee - CITF Fund	5,100	5,100	100.00%	Administration Fees
<b>TOTAL GENERAL FUND REVENUES:</b>		<b>\$ 2,208,979</b>	<b>\$ (48,101)</b>	<b>-2.13%</b>	



**VILLAGE OF BISCAYNE PARK - Finance 513**  
**2011-12 BUDGET WORKSHEET**

**Salaries & Benefits**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
120-00	Regular Salaries	69,120	42,896	54,096	30,576	-55.8%	Salary for Finance Clerk only, prior year included Finance Director. Salary increase from \$29,120 to \$30,576 or 5%.

**Total Salaries & Wages**      **\$69,120**      **\$42,896**      **\$54,096**      **\$30,576**      **-55.8%**

210-00	FICA Taxes & Medicare	5,288	2,833	3,330	2,339	-55.8%	Calculated at 7.65%
220-00	Retirement	7,603	4,689	6,332	1,650	-78.3%	Calculated at 5.4%. FRS rates effective 7/1/2011, with projected increase on 7/1/2012
230-00	Life & Health Benefits	8,760	4,243	5,890	4,940	-43.6%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Comp	193	162	162	76	-60.4%	Calculated at .25%
250-00	Unemployment	0	2,959	2,959	0	0.0%	

**Total**      **\$21,844**      **\$14,886**      **\$18,673**      **\$9,005**      **-58.8%**

**TOTAL SALARIES & BENEFITS**      **\$90,964**      **\$57,781**      **\$72,769**      **\$39,581**      **-58.5%**

**Operating Expenses**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
	Professional Services - Finance Director	0	0	15,667	60,000	0.0%	Contracted services for Finance Director, benefits are not paid by the Village.
	Professional Services - Accounting Support	0	0	5,000	5,000	0.0%	Recommended to replace CPA with intern or accounting support to assist in developing budget and preparation for audit.
320-00	Professional Services - Audit Contract	18,000	0	18,000	18,000	0.0%	State mandated financial audit which requires using outside CPA firm.
340-05	Contract Services - Accounting Software	4,100	9,271	13,708	3,200	-22.0%	With the elimination of H.T.E., Yardi system will be used for 2011-12. Charges for H.T.E. for access to historical data are while Yardi annual maintenance fees are .
340-10	Contractual Services - Payroll	2,400	1,395	2,400	2,400	0.0%	ADP Payroll services for processing of bi-weekly payroll.
400-00	Travel & Per Diem	1,000	35	35	300	-70.0%	Professional growth will be emphasized by utilizing webinars and local seminars rather than out of county conferences.
510-00	Office Supplies	200	613	800	400	100.0%	Standard office supplies.
540-00	Memberships, Dues & Subscriptions	420	50	50	1,000	138.1%	includes FGFOA membership and conference attendance for Finance Director and Finance Clerk.

**TOTAL OPERATING EXPENSES**      **\$26,120**      **\$11,364**      **\$35,660**      **\$90,300**      **245.7%**

**DEPARTMENT TOTAL**      **\$117,084**      **\$69,145**      **\$108,429**      **\$130,881**      **10.0%**



VILLAGE OF BISCAYNE PARK - Legal 514  
2011-12 BUDGET WORKSHEET

Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
315-00	Professional Services - Legal	60,000	24,363	75,000	65,000	8.3%	Village Attorney	
316-00	Professional Services - Legal Other	25,000	36,975	45,000	35,000	40.0%	Outside legal including attorney, court reporting, and legal transcriptions, Miami Dade County State Attorney Office charges.	

TOTAL OPERATING EXPENSES	\$85,000	\$61,338	\$120,000	\$100,000	17.6%
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DEPARTMENT TOTAL	\$85,000	\$61,338	\$120,000	\$100,000	17.6%
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**VILLAGE OF BISCAYNE PARK - Sanitation 402**  
**2011-12 BUDGET WORKSHEET**

**Revenue**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
340-00	Sanitation Assessment	727,074	677,134	727,074	727,074	0.00%		727,074
340-15	Discount on Early Payment	-19,995	-24,612	-27,000	-19,995	35.03%		-19,995
340-20	Domestic Trash/Lot Clearing	5,000	4,030	5,000	5,000	0.00%		5,000

<b>TOTAL REVENUE</b>	<b>\$712,079</b>	<b>\$656,552</b>	<b>\$705,074</b>	<b>\$712,079</b>	<b>-0.98%</b>		
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**Salaries & Benefits**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
120-00	Regular Salaries	135,382	82,619	138,354	141,377	2.20%	Second year of three year PTA union contract with a 1.1% COLA adjustment and an annual \$500 bonus.	141,377
130-00	Overtime	0	0	0	3,760	0.00%	Quarterly scheduled Village wide trash/yard debris sweep (July - October - January - April) - 8 employees and 1 supervisor for 6 hours on a Saturday.	3,760

**Total Salaries & Wages**      **\$135,382**      **\$82,619**      **\$138,354**      **\$145,137**      **2.20%**

210-00	Fica Taxes & Medicare	10,357	6,302	10,548	11,026	1.84%	Calculated at .0765%.	11,026
220-00	Retirement	14,892	8,843	14,712	15,626	-1.21%	Calculated at 10.77%, and one employee at 12.25% in the DROP plan.	15,626
230-00	Employee Health Benefits	30,942	14,656	31,144	31,021	0.65%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rates. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.	31,021
240-00	Workers Compensation	15,409	12,935	17,246	16,089	11.92%	Calculated at 11.38%.	16,089

**Total Benefits**      **\$71,600**      **\$42,737**      **\$73,650**      **\$73,762**      **2.86%**

<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$206,982</b>	<b>\$125,356</b>	<b>\$212,004</b>	<b>\$218,899</b>	<b>2.43%</b>		
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**Operating Expenses**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
340-00	Accounting & Audit Svc	5,000	0	5,000	5,000	0.00%	Annual auditing services provided by Alberni Caballero & Company, L.L.P.	5,000
340-15	Landfill Tipping Fees	185,000	95,658	185,000	185,000	0.00%	Fees paid to the Department of Solid Waste Management - Miami Dade County. Will not estimate any reductions in fees due to new recycling service until we can assess a full year with the new service.	185,000
340-20	Recycling Contract	35,000	26,250	35,000	39,000	0.00%	Changed from service with Miami Shores (weekly with smaller containers) to Miami Dade County (bi-weekly with larger containers).	39,000
340-25	Admin Fee - Miami Dade County Billing	14,600	6,462	14,600	14,600	0.00%	Miami Dade County Fee of 2% for the collection of the non-ad valorem assessment through the property bill.	14,600
410-10	Communications - Radio	1,200	0	1,200	1,500	0.00%	Upgrades needed to radio inventory.	1,500
	Postage & Shipping	0	202	202	0			

450-10	Insurance Vehicles	8,500	1,937	8,500	8,925	0.00%	Insurance for four vehicles: 1995 Ford F-150*; 2000 Ford Sterling Packer garbage truck*; 2003 International 4300 Packer garbage truck; 2007 International garbage truck. <i>(*Recommend replacing with new purchase.)</i>	8,925
450-15	Insurance Liability	5,000	5,277	5,000	5,250	0.00%	Allocation of annual liability insurance premium.	5,250
460-25	R&M Vehicles	15,800	7,830	15,000	15,000	-5.06%	Repair and maintenance on four vehicles (as listed above.)	15,000
490-10	Advertising	75	0	75	2,000	0.00%	Printed informational pieces to residents on garbage / trash / recycling schedules; and notification of quarterly sweeps.	2,000
510-00	Office Supplies	250	0	0	0	0.00%	<i>Purchased under Public Works budget.</i>	0
250-00	Operating Supplies	2,500	109	2,500	2,500	0.00%	All supplies related to Sanitation operation.	2,500
520-05	Uniforms & Clothing	2,100	1,212	2,100	2,100	0.00%	Uniform service for six employees.	2,100
520-10	Gas / Oil	12,000	5,634	14,000	14,000	16.67%	Estimated increase in fuel costs.	14,000
550-01	Education & Training	0	0	0	1,500	0.00%	Calculated @ \$250 per employee.	1,500
590-15	Depreciation - Equipment	12,600	0	12,600	10,000	0.00%	Annual depreciation on two vehicles (2003 and 2007)	10,000

<b>TOTAL OPERATING EXPENSES</b>	<b>\$299,625</b>	<b>\$150,571</b>	<b>\$300,777</b>	<b>\$306,375</b>	<b>0.38%</b>	
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#### Debt Service

710-00	Principal	27,020	13,180	27,020	18,000	0.00%	Principal and interest for five (5) year financing.	18,000
720-00	Interest	871	766	871	3,385	0.00%		3,385

<b>TOTAL DEBT SERVICE</b>	<b>\$27,891</b>	<b>\$13,946</b>	<b>\$27,891</b>	<b>\$21,385</b>	<b>0.00%</b>	
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#### Other Expenses

690-00	Contingency	21,447	0	15,273	1,828	-40.42%	Principal and interest for five (5) year financing.	3,907
910-00	Admin Fee - General Fund	57,794	28,897	57,794	59,610	0.00%		59,610
910-39	Admin Fee - Public Works Direct Expense	98,340	49,170	98,340	103,982	0.00%		103,982

<b>TOTAL OTHER</b>	<b>\$177,581</b>	<b>\$78,067</b>	<b>\$171,407</b>	<b>\$165,420</b>	<b>-3.60%</b>	
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<b>DEPARTMENT TOTAL</b>	<b>\$712,079</b>	<b>\$367,959</b>	<b>\$712,079</b>	<b>\$712,079</b>	<b>0.00%</b>	
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<b>NET INCOME</b>	<b>\$0</b>	<b>\$288,613</b>	<b>\$7,005</b>	<b>\$0</b>		
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VILLAGE OF BISCAYNE PARK - Planning 515  
2011-12 BUDGET WORKSHEET

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
315-00	Professional Services - Eng / Planning	8,000	4,730	8,112	17,000	52.9%	Planning Studies, Master Plans, Village Infrastructure Needs assessments, Grants Writing, Zoning and Current Planning	
	Professional Services - Other Planning Services	0	0	0	3,000	100.0%	Historical Operations Perspective Project - Gathering of all historical data to assist with the Village vision of a new Village Hall/Police Station and the renovation and maintenance plan of our historic log cabin.	
TOTAL OPERATING EXPENSES		\$8,000	\$4,730	\$8,112	\$20,000	60.0%		





**VILLAGE OF BISCAYNE PARK - Operating Expenses 315**  
**2011-12 BUDGET WORKSHEET**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
315-00	Professional Services - Eng / Planning	8,000	4,730	8,112	17,000	52.9%	Planning Studies, Master Plans, Village Infrastructure Needs assessments, Grants Writing, Zoning and Current Planning	
	Professional Services - Other Planning Services	0	0	0	3,000	100.0%	Historical Operations Perspective Project - Gathering of all historical data to assist with the Village vision of a new Village Hall/Police Station and the renovation and maintenance plan of our historic log cabin.	

<b>TOTAL OPERATING EXPENSES</b>	<b>\$8,000</b>	<b>\$4,730</b>	<b>\$8,112</b>	<b>\$20,000</b>	<b>60.0%</b>
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# VILLAGE OF BISCAYNE PARK - General Government 519

## 2011-12 BUDGET WORKSHEET

### Salaries and Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
120-00	Regular Salaries	17,000	9,291	15,927	20,800	22.4%	Administrative Clerk increase to full-time status.	

**Total Salaries & Wages**      **\$17,000**      **\$9,291**      **\$15,927**      **\$20,800**      **22.4%**

210-00	FICA Taxes & Medicare	1,300	2,306	1,218	1,591	22.4%	Calculated at .0765%	
220-00	Retirement	1,870	229	500	1,122	-40.0%	FRS rates effective 7/1/2011	
230-00	Life & Health Benefits	0	0	0	5,199	0.0%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.	
240-00	Workers Comp	48	41	50	52	8.3%	Calculated at .25%	

**Total Benefits**      **\$3,218**      **\$2,575**      **\$1,768**      **\$7,964**      **147.5%**

<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$20,218</b>	<b>\$11,866</b>	<b>\$17,695</b>	<b>\$28,764</b>	<b>42.3%</b>			
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### Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
310-10	Professional Services - Medical	1,400	735	1,000	1,000	-28.6%	Pre-employment drug testing, first aid supplies and Employee Assistance Program (EAP)	
310-25	Professional Services - IT	12,000	2,393	4,000	2,000	-83.3%	IT maintenance services needed beyond scope of in-house ability.	
310-35	Professional Services - Lobbyists	5,000	5,450	5,450	5,000	0.0%	David Caserta to continue efforts to investigate additional funding sources with the state legislature for construction of the police station.	
420-00	Postage & Shipping	750	476	750	750	0.0%	Outgoing mail and packages.	
430-10	Electric	30,000	15,653	30,000	0	-100.0%	Transfer all Electric costs to newly created Utilities division	
430-15	Water & Sewer	150	830	1,000	0	-100.0%	Transfer all Water & Sewer costs to newly created Utilities division	
440-00	Rent or Leased Equipment	4,200	1,417	4,200	4,200	0.0%	Outside document storage and lease agreement for copier.	
450-15	Insurance - Liability	352	240	480	0	-100.0%	General/professional liability coverage through FMIT for all Village staff.	
450-25	Insurance - Property	21,706	5,079	18,500	0	-100.0%	Real and personal property, valuable papers, crime declarations and bonding through FMIT, and flood insurance through Tannenbaum Harbor for all Village properties and Village staff..	
451-05	Communications - Telephone	12,500	11,465	12,500	12,500	0.0%	Telephone lines for Village Hall through Windstream and AT&T.	
460-20	R&M Equipment	3,000	1,830	3,000	3,000	0.0%	Maintenance for telephone system and fire alarm systems.	
470-00	Printing & Binding	1,000	39	1,000	1,000	0.0%	Printing & binding for all Village departments.	
480-00	Promotional Activities	3,000	0	1,450	3,500	16.7%	Newsletter 3 times per year. (Revenues from advertising offset the cost.)	
510-00	Office Supplies	500	1,493	1,500	500	0.0%	General office supplies.	
520-00	Operating Supplies	500	689	700	500	0.0%	General operating supplies.	
540-00	Memberships, Dues & Subscriptions	725	1,254	1,254	1,000	37.9%	Web domain and web hosting.	

550-00	Education & Training	150	0	0	150	0.0%	Professional Development through conferences, academies, and webinars	
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<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 96,933</b>	<b>\$ 49,042</b>	<b>\$ 46,784</b>	<b>\$ 35,100</b>	<b>-63.8%</b>			
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#### Other Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
310-10	Contingency	76,882	0	48,137	71,845	-6.6%	For unforeseen expenses not budgeted.	
310-25	Aid to Private Organizations	2,500	0	2,500	2,500	0.0%	North Miami Foundation for Senior Citizen's Services.	
	IT Capital Project	0	0	0	29,805	0.0%	Necessary IT infrastructure enhancements for all departments, both hardware and software using a lease purchase agreement. Please see Capital Section for detail.	

<b>TOTAL OTHER</b>	<b>\$ 79,382</b>	<b>\$</b>	<b>\$ 50,637</b>	<b>\$ 104,150</b>	<b>31.2%</b>			
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<b>TOTAL DEPARTMENT</b>	<b>\$ 196,313</b>	<b>\$ 60,908</b>	<b>\$ 135,116</b>	<b>\$ 168,015</b>	<b>-14.5%</b>			
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VILLAGE OF BISCAYNE PARK - Forfeitures 105  
2011-12 BUDGET WORKSHEET

REVENUE

Account	Account Description	2010-11			2011-12		Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Manager Recom.	Diff +/-		Mayor & Comm Approved
351.100-00	State Forfeitures	5,000	830	830	2,000	-60.0%	Police forfeitures through the state per Florida Statute.	
351.200-00	Federal Forfeitures	20,000	0	9,996	10,000	-50.0%	Police forfeitures through the federal government.	
361.100-00	Interest Earnings	0	38	50	50	100.0%	Interest.	
361.110-00	Miscellaneous	0	0	0	0	0.0%		
369.100-00	Appropriated Fund Balance	0	0	0	0	0.0%		

TOTAL REVENUE	\$25,000	\$868	\$10,876	\$12,050	-51.8%	
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OPERATING EXPENSES

Account	Account Description	2010-11			2011-12		Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Manager Recom.	Diff +/-		Mayor & Comm Approved
445-00	Rent Storage Facilities	0	2,640	3,960	0	0.0%	Monthly rental for mobile modular unit moved to Police General Fund.	
451-05	Communications - Telephone	0	975	1,668	1,700	0.0%	Cell phones assigned for VOBPOP	
520-00	Operating Supplies	0	95	250	3,000	0.0%	Two (2) defibrillators	
520-05	Uniforms & Clothing	0	1,249	1,500	1,936	0.0%	One (1) large protective shield.	
540-00	Memberships, Dues and Subscriptions	0	375	500	0	0.0%		
690-00	Unappropriated Contingency	25,000	0	0	5,414	-78.3%		

TOTAL OPERATING EXPENSES	\$25,000	\$5,335	\$7,873	\$12,050	-51.8%	
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TOTAL NET INCOME	\$0	\$4,465	\$2,993	\$0	0.0%	
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**VILLAGE OF BISCAYNE PARK - Commission 511  
2011-12 BUDGET WORKSHEET**

**Salaries & Benefits**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
120-00	Regular Salaries	12,000	6,000	12,000	12,000	0.0%	Mayor @ \$4,000, 4 Commissioners @ \$2,000 each.	

**Total Salaries & Wages**      \$12,000      \$6,000      \$12,000      \$12,000      0.0%

210-00	FICA Taxes & Medicare	918	1,183	918	918	0.0%	Calculated at 7.65%	
220-00	Retirement	0	0	0	0	0.0%		
230-00	Life & Health Benefits	0	0	0	0	0.0%		
240-00	Workers Comp	0	30	30	30	0.0%	Calculated at .25%	
250-00	Unemployment Compensation	0	833	833	0	0.0%		

**Total Benefits**      \$918      \$2,045      \$1,781      \$948      3.3%

<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$12,918</b>	<b>\$8,045</b>	<b>\$13,781</b>	<b>\$12,948</b>	<b>0.2%</b>		
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**Operating Expenses**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
400-00	Travel & Per Diem	1,825	200	450	2,825	54.8%	Six (6) MDCLC monthly meetings for Mayor and Commission (\$1,200); \$325 for Mayor and Commission towards FLOC conference(\$1,625)	
470-00	Printing & Binding	250	49	75	0	-100.0%	Transfer to General Government for FY 2011-12	
480-00	Special Events	3,000	2,017	2,017	3,000	0.0%	Village planning/development & orientation for new commissioners - \$2,000. Remainder is for employee appreciation (Thanksgiving, recognition, bereavement, etc.)	
540-00	Memberships, Dues & Subscriptions	1,670	750	1,670	1,670	0.0%	FLOC, MDCLC, Florida League of Mayors	

<b>TOTAL OPERATING EXPENSES</b>	<b>\$6,745</b>	<b>\$4,066</b>	<b>\$4,212</b>	<b>\$7,495</b>	<b>11.1%</b>		
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<b>DEPARTMENT TOTAL</b>	<b>\$19,663</b>	<b>\$12,111</b>	<b>\$17,993</b>	<b>\$20,443</b>	<b>6.0%</b>		
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# VILLAGE OF BISCAYNE PARK - CITT Fund 544 2011-12 BUDGET WORKSHEET

## Revenue

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
338.35.00	Transit Surtax	73,322	54,940	80,892	95,233	29.9%	Village's percentage of the CITT surtax.	
361.00.00	Interest Earnings	200	174	300	300	50.0%	Interest	
369.30.00	Fund Balance Appropriated	170,000	0	170,000	113,531	-33.2%		

<b>TOTAL REVENUE</b>	<b>\$243,522</b>	<b>\$55,114</b>	<b>\$251,192</b>	<b>\$209,064</b>	<b>-14.1%</b>			
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## Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
120-00	Regular Salaries	12,480	0	0	0	-100.0%		

**Total Salaries & Wages**      **\$12,480**      **\$0**      **\$0**      **\$0**      **-100.0%**

210-00	FICA Taxes & Medicare	955	0	0	0	-100.0%		
220-00	Retirement	1,373	0	0	0	-100.0%		
230-00	Life & Health Benefits	0	0	0	0	0.0%		
240-00	Workers Comp	1,005	1,193	1,193	0	-100.0%		

**Total Benefits**      **\$3,333**      **\$1,193**      **\$1,193**      **\$0**      **-100.0%**

<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$15,813</b>	<b>\$1,193</b>	<b>\$1,193</b>	<b>\$0</b>	<b>-100.0%</b>			
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## Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
340-23	Contract Svcs	0	3,000	7,850	1,600	0.0%	Completion of 121st Street study	
430-10	Electric	0	0	22,132	22,132	0.0%	Electric for Streetlights and Traffic light	
450-10	Insurance Vehicles	500	975	975	0	-100.0%		
450-15	Insurance Liability	0	1,580	1,580	0	0.0%		
460-10	R&M Land / Landscaping/Mowing	0	0	13,678	21,000	100.0%	Ground Keeper lawn service for median maintenance	
460-25	R&M Vehicles	500	153	153	0	-100.0%		
520-10	Gas & Oil	2,600	0	0	0	-100.0%		
660-05	Transit Projects	0	0	0	19,047	100.0%	Transit projects include improving existing 6th Avenue bus stops with new benches, garbage cans, covered canopies and enclosures.	
660-06	Transportation Projects	0	0	0	76,186	100.0%	Transportation projects include median closure studies, 121st Street Median closure, wayfinding and street label signage, repaving, street lining and traffic calming.	
690-00	Contingency/Admin	46,423	2,905	5,100	69,099	48.8%		
710-00	Principal	7,446	0	0	0	-100.0%		
720-00	Interest	240	0	0	0	-100.0%		
911-00	Transfer to Capital Projects Fund	170,000	0	85,000	0	-100.0%		

<b>TOTAL OPERATING EXPENSES</b>	<b>\$227,709</b>	<b>\$8,613</b>	<b>\$136,468</b>	<b>\$209,064</b>	<b>-8.2%</b>			
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<b>DEPARTMENT TOTAL</b>	<b>\$243,522</b>	<b>\$9,805</b>	<b>\$137,661</b>	<b>\$209,064</b>	<b>-14.1%</b>			
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<b>NET INCOME</b>	<b>\$0</b>	<b>\$45,309</b>	<b>\$113,531</b>	<b>\$0</b>				
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**VILLAGE OF BISCAYNE PARK - Police 521**  
**2011-12 BUDGET WORKSHEET**

**Salaries & Benefits**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
120-00	Regular Salaries	594,076	279,434	484,523	541,438	-8.9%	Chief of Police, Asst Chief of Police, 3 Commanders, 5* Police Officers and 1 Police Community Service Officer. (* Sixth police officer position to be paid through COPS Grant)	
130-00	Other Salaries	28,629	11,551	13,344	28,629	0.0%	Utilization of Reserve Officers in covering shifts paid at \$15.00/hr.	
140-00	Overtime	20,000	37,940	64,767	20,000	0.0%	Overtime needed to cover shifts.	
150-00	Special Pay - Police Incentive	8,000	5,383	7,500	8,000	0.0%	Per the Florida Department of Law Enforcement educational and training guidelines, educational and advanced training pay based on Officer eligibility.	
150-05	Special Pay - Court Time	10,000	9,934	12,000	12,000	20.0%	Court time paid at time and one half for court appearances on their off-duty time.	

**Total Salaries & Wages**      **\$660,705**    **\$344,241**    **\$582,134**    **\$610,067**    **-7.7%**

210-00	FICA Taxes & Medicare	50,544	25,202	50,544	46,669	-7.7%	Calculated at 7.65%	
220-00	Retirement	140,691	74,548	125,691	87,859	-37.6%	Calculated at 16.47%. FRS rates effective 7/1/2011, with projected increase on 7/1/2012	
230-00	Life & Health Benefits	48,180	23,385	36,180	50,470	4.8%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.	
240-00	Workers Comp	23,658	20,670	26,584	17,977	-24.0%	Calculated at 3.37%.	
250-00	Unemployment Benefits	4,000	4,675	5,674	4,000	0.0%	Unemployment compensation based on eligibility and federal guidelines.	

**Total Benefits**      **\$267,073**    **\$148,480**    **\$244,673**    **\$206,975**    **-22.5%**

**TOTAL SALARIES & BENEFITS**    **\$927,778**    **\$492,721**    **\$826,807**    **\$817,042**    **-1.2%**

**Operating Expenses**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
310-06	Professional Services - Legal Other	1,000	1,376	1,763	0	-100.0%	All costs associated with Legal moved to Legal Department budget.	
310-10	Professional Services - Medical	1,000	675	1,000	1,000	0.0%	Pre-employment drug, psychological, polygraph and physical testing for applicants.	
	Professional Services - IT	0	91	150	2,900	0.0%	Set up video depot conferencing at station saving fuel and travel time to court on select cases.	
330-00	Court Reporter - Transcription Fees	2,000	0	2,000	0	-100.0%	All costs associated with Legal moved to Legal Department budget.	
400-00	Travel & Per Diem	1,000	208	1,000	1,000	0.0%	Attendance at conferences, FPCA, DCAOCOP, SHRM, and CFE	
440-00	Rent or Leased Equipment	1,000	382	1,000	0	-100.0%		
445-00	Rent Storage Facilities	0	1,062	3,204	7,164	0.0%	Monthly rental for Police modular unit and outside storage facility to store police equipment.	
450-10	Insurance - Vehicles	7,200	5,630	7,429	7,200	0.0%	Fleet of 11 vehicles.	
450-15	Insurance - Liability	30,500	28,588	36,212	0	-100.0%	Liability insurance moved to Risk Management budget.	
450-20	Insurance - Old Worker Comp Claims	20,000	95,541	100,000	0	-100.0%	Open Worker's Compensation Claims when self-insured moved to Risk Management.	

451-05	Communications - Telephone	5,000	908	5,000	7,000	40.0%	4 air cards for laptop wireless connection, cell phone for Chief, monthly stipend for Asst Chief, Commanders and Officers for cell phone use.	
460-20	R&M Equipment	3,800	258	3,800	3,800	0.0%	All general maintenance and repairs such as calibration of radar and speedometers in patrolcars, and repairs of tasers-firearms.	
460-22	R&M Radios	1,000	168	1,000	1,000	0.0%	Repairs and maintenance for hand-held and car installed radios.	
460-25	R&M Vehicles	13,300	7,408	12,000	10,000	-24.8%	Fleet of 11 vehicles.	
470-00	Printing & Binding	600	125	600	0	-100.0%	Printing & binding moved to General Government.	
490-00	Miscellaneous Charges	200	148	200	200	0.0%		
510-00	Office Supplies	2,000	364	1,000	1,000	-50.0%	General Office Supplies	
520-00	Operating Supplies	3,500	1,371	3,500	4,000	14.3%	Standard operating supplies such as ammunition, first aid supplies, crime scene supplies, targets, and radios.	
520-05	Uniforms & Clothing	5,400	1,574	5,400	6,386	18.3%	Includes purchase of 5 sets of uniforms, uniform related items, bullet proof vest, shoes and dry cleaning of two uniforms per week.	
520-10	Gas & Oil	30,000	12,785	28,000	28,000	-6.7%	Fleet of 11 vehicles.	
540-00	Memberships, Dues & Subscriptions	1,500	1,084	1,600	1,300	-13.3%	Membership in professional associations - MDCACP, FPCA, ACFE, SHRM	
550-00	Education & Training	2,500	22	2,300	3,000	20.0%	Professional Development and advanced training classes for Police Officers and Supervisors at accredited training facilities.	

<b>TOTAL OPERATING EXPENSES</b>	<b>\$112,500</b>	<b>\$39,765</b>	<b>\$218,155</b>	<b>\$218,155</b>	<b>\$1,110,000</b>	<b>-1.9%</b>		
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#### Debt Services

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
710-00	Principal	48,255	27,498	48,255	44,250	-8.3%	Cost Includes 5 vehicles currently leased with expiration in May. Cost also includes two (2) additional marked units which will be lease/purchased in January.	
720-00	Interest	3,694	2,375	3,694	3,560	-3.6%	Interest for above vehicles	
	Grant - Byrne 2011	0	2,414	3,212	2,535	0.0%	The Byrne Grant for records improvement will be reimbursed with no match \$2,535	

<b>TOTAL OTHER</b>	<b>\$91,849</b>	<b>\$32,287</b>	<b>\$55,461</b>	<b>\$55,461</b>	<b>\$80,340</b>	<b>-3.1%</b>		
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**VILLAGE OF BISCAYNE PARK - Road Fund 541  
2011-12 BUDGET WORKSHEET**

**Revenue**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
312.410-00	Local Option Fuel Tax	22,266	18,853	21,494	21,323	-4.2%	As authorized by Florida Statute.	
312.420-00	Local Option Fuel Tax (6th Cent)	57,984	27,747	55,547	55,704	-3.9%	Levied by Miami Dade County and distributed between municipalities.	
334.100-00	Forestry Grant	0	0	9,755	0	0.0%	Received April 29, 2011	
334.200-00	FDOT 6th Avenue Median Maint.	3,980	0	3,980	3,980	0.0%	Agreement with the state for maintenance of the median landscaping on northeast sixth avenue.	
335.120-00	State Revenue Sharing	25,366	15,667	23,496	27,748	9.4%	Village's portion of the state's revenue sharing.	
361.00-00	Interest	0	25	100	100	0.0%	Interest	
369.100-00	Appropriated Fund Balance	8,762	0	0	8,205	-6.4%		

<b>TOTAL REVENUE</b>	<b>\$118,358</b>	<b>\$62,292</b>	<b>\$114,372</b>	<b>\$117,060</b>	<b>-1.1%</b>			
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**Salaries & Benefits**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
120-00	Regular Salaries	59,656	35,943	61,616	60,963	2.2%	One (1) Supervisor and One (1) Laborer.	

**Total Salaries & Wages**      **\$59,656**      **\$35,943**      **\$61,616**      **\$60,963**      **2.2%**

210-00	FICA Taxes & Medicare	4,564	2,703	4,634	4,664	2.2%	Calculated at 7.65%.	
220-00	Retirement	6,562	3,863	6,622	3,289	-49.9%	Calculated at 5.4% FRS rates effective 7/1/2011, with projected increase on 7/1/2012	
230-00	Life & Health Benefits	10,314	4,319	7,404	10,138	-1.7%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rates. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.	
240-00	Workers Comp	6,794	4,499	7,712	4,950	-27.1%	Calculated at 8.12%.	

**Total Benefits**      **\$28,234**      **\$15,384**      **\$26,372**      **\$23,041**      **-18.4%**

<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$87,890</b>	<b>\$51,327</b>	<b>\$87,988</b>	<b>\$84,004</b>	<b>-4.4%</b>			
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**Operating Expenses**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
340-00	Annual Audit	1,000	0	1,000	1,000	0.0%	Contracted service for annual audit.	
440-00	Rent or Leased Equipment	1,500	0	1,500	2,000	33.3%		
450-10	Insurance - Vehicles	1,424	960	1,646	1,635	14.8%	One (1) 2004 Dodge Ram pick-up truck and One (1) 2002 Chevy Flatbed	
450-15	Insurance - Liability	1,732	1,759	2,492	3,000	73.2%	Liability insurance remains in Road Fund	
460-20	R&M Equipment	1,200	605	1,200	1,400	16.7%	Mowers, weed eaters, blowers, and etc.	
460-25	R&M Vehicles	300	3,291	4,000	2,212	637.3%	Repair on 2002 Flatbed, 2004 Dodge Ram. Estimated that major repairs completed in the prior year will reduce the need for repairs in 2011-12.	
	R&M Median and Road Maintenance	0	0	0	250	0.0%	New line item split 75/25 with Public Works	
520-00	Operating Supplies	350	436	600	500	42.9%	Standard operating supplies such as work boots, raincoats, etc.	
520-05	Uniforms & Clothing	700	1,094	1,200	1,000	42.9%	Uniform rentals for two (2) employees	
520-10	Gas & Oil	500	1,262	2,160	2,200	340.0%	One (1) 2004 Dodge Ram pick-up truck and One (1) 2002 Chevy Flatbed.	
530-00	Road Materials	7,616	1,312	2,244	2,300	-69.8%	Materials for roadway patch work, such as potholes.	

	IT Capital Project	0	0	0	1,288	0.0%	Necessary IT infrastructure enhancement for all departments, both hardware and software using a lease purchase agreement. Portion allocated to Road Fund, see Capital Section for detail.	
910-01	Admin Fee - General Fund	14,146	7,073	7,349	14,271	0.9%	Administrative fee paid back to the General fund.	
<b>TOTAL OPERATING EXPENSES</b>		<b>\$30,468</b>	<b>\$17,791</b>	<b>\$25,191</b>	<b>\$33,056</b>	<b>8.5%</b>		
<b>DEPARTMENT TOTAL</b>		<b>\$118,358</b>	<b>\$69,117</b>	<b>\$113,375</b>	<b>\$117,060</b>	<b>7.1%</b>		
<b>NET INCOME</b>		<b>\$0</b>	<b>\$6,825</b>	<b>\$983</b>	<b>\$0</b>	<b>0.0%</b>		



**VILLAGE OF BISCAYNE PARK - Code Enforcement 529  
2011-12 BUDGET WORKSHEET**

**Salaries & Benefits**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
120-00	Regular Salaries	32,000	30,098	39,700	33,500	4.7%	FT Code Enforcement Officer	
130-00	Other Salaries	6,000	0	3,600	0	-100.0%		

**Total Salaries & Wages**      **\$38,000**      **\$30,098**      **\$43,300**      **\$33,500**      **-11.8%**

210-00	FICA Taxes & Medicare	2,907	2,204	2,700	2,563	-11.8%	Calculated at 7.65%	
220-00	Retirement	4,180	2,530	3,580	1,809	-56.7%	Calculated at 5.4%. FRS rates effective 7/1/2011, with projected increase on 7/1/2012	
230-00	Life & Health Benefits	4,380	1,554	2,659	4,940	12.8%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.	
240-00	Workers Comp	1,079	944	1,212	1,129	4.6%	Calculated at 3.37%.	

**Total Benefits**      **\$12,546**      **\$7,241**      **\$10,151**      **\$10,441**      **-16.8%**

<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$50,546</b>	<b>\$37,339</b>	<b>\$53,451</b>	<b>\$43,941</b>	<b>-17.3%</b>		
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**Operating Expenses**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
310-25	Professional Services - IT	0	1,198	1,198	1,198	0.0%	EnerGov software annual software maintenance	
420-00	Postage & Shipping	300	0	300	350	16.7%	Outgoing mail.	
450-10	Insurance - Vehicles	600	258	600	600	0.0%	Toyota Corolla.	
451-05	Communications - Telephone	600	372	600	1,020	70.0%	Verizon air card for mobile laptop use and cellular phone.	
460-20	R&M Equipment	1,200	0	0	0	-100.0%		
460-25	R&M Vehicles	500	0	500	400	-20.0%	Toyota Corolla.	
470-00	Printing & Binding	150	0	150	0	-100.0%	Printing & Binding moved to General Government	
491-00	Filing Fees	1,000	0	150	1,000	0.0%	Lien processing fees.	
510-00	Office Supplies	200	115	200	200	0.0%	Standard office supplies.	
520-05	Uniforms & Clothing	125	89	150	175	40.0%	Standard purchase of uniforms for new Code Officer.	
520-10	Gas & Oil	0	212	230	300	0.0%	Toyota Corolla.	
540-00	Memberships, Dues & Subscriptions	100	0	50	100	0.0%	FACE	
550-00	Education & Training	100	0	50	500	400.0%	Professional development through conferences, seminars, printed publications, etc.	

<b>TOTAL OPERATING EXPENSES</b>		<b>\$4,025</b>	<b>\$2,744</b>	<b>\$3,478</b>	<b>\$3,843</b>	<b>-9.3%</b>		
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<b>DEPARTMENT TOTAL</b>		<b>\$54,571</b>	<b>\$39,583</b>	<b>\$56,929</b>	<b>\$47,784</b>	<b>-16.2%</b>		
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**VILLAGE OF BISCAYNE PARK - Public Works 539**  
**2011-12 BUDGET WORKSHEET**

**Salaries & Benefits**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
110-00	Regular Salaries	159,868	88,147	159,868	163,987	2.6%	Director, Asst Director, Supervisor, Foreman and 1 Laborer.	
120-00	Overtime	600	92	300	1,300	116.7%	Overtime for Special Events, such as Winter Fest, Easter Egg Hunt, Weekend watering for newly planted trees, and Emergency Situations. situations.	

**Total Salaries & Wages**      **\$160,468**      **\$88,239**      **\$160,168**      **\$165,287**      **3.0%**

210-00	FICA Taxes & Medicare	12,230	6,912	12,230	12,644	3.4%	Calculated at .0765%.	
220-00	Retirement	17,585	10,184	17,585	8,917	-49.3%	Calculated at 5.4%. FRS rates effective 7/1/2011, with projected increase on 7/1/2012	
230-00	Life & Health Benefits	25,009	12,700	25,009	24,698	-1.2%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.	
240-00	Workers Comp	12,856	15,332	17,000	16,874	31.3%	Calculated at 10.29%	
250-00	Unemployment Compensation	4,000	2,080	2,080	0	-100.0%		

**Total Benefits**      **\$71,680**      **\$47,208**      **\$73,904**      **\$63,134**      **-11.9%**

<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$232,148</b>	<b>\$135,447</b>	<b>\$234,072</b>	<b>\$228,421</b>	<b>-2.4%</b>		
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**Operating Expense**

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
410-05	Communications - Telephone	3,000	3,392	4,805	4,500	50.0%	Two (2) Landlines (One (1) Main line, One (1) Fax line) & DSL at Public Works Facility. Three (3) Cell phones, One (1) for Director & Two (2) Supervisors	
410-10	Communications - Radio	500	0	500	500	0.0%	Two- way radios for communications between staff at different locations throughout the Village.	
430-10	Electric	2,700	2,261	3,876	0	-100.0%	Electrical utilities moved to General Government	
430-15	Water & Sewer	4,700	2,091	3,590	0	-100.0%	Water & Sewer moved to General Government	
440-00	Rent or Leased Equipment	4,000	800	1,000	1,000	-75.0%	Rental of high-lift for annual removal of Coconuts and Palm Fronds throughout the Village	
450-10	Insurance - Vehicles	563	597	1,000	600	6.6%	Vehicle Insurance for one (1) 2002 Chevy Van	
450-20	Insurance - Liability	2,700	5,781	9,912	0	-100.0%	General Liability Insurance moved to General Government	
460-10	R&M Land / Landscaping	10,000	2,826	12,500	10,000	0.0%	% Contractual service to Grounds Keeper on maintenance of small medians. An additional 4,000 for median tree planting	
460-15	R&M Buildings	6,000	10,831	14,000	7,000	16.7%	All Village Buildings (Village Hall, Police Trailer, Rec. Center & Public Works Buildings)	
460-20	R&M Equipment	2,500	373	950	2,000	-20.0%	Public Works Facility equipment, including two (2) off road vehicles	
460-25	R&M Vehicles	625	4,003	4,500	2,000	220.0%	Repair of Public Works equipment, such as weed-eaters, blowers, edgers, etc. Including two (2) off road vehicles	
510-00	Office Supplies	1,200	268	400	700	-41.7%	Standard office supplies utilizing User Access Program pricing with the County	
520-00	Operating Supplies	7,000	2,392	8,120	4,000	-42.9%	Standard operating supplies such as work boots, raincoats, etc. Reduced because Police winnings included items usually budgeted in this category.	
520-05	Uniforms & Clothing	1,750	1,299	2,600	2,500	42.9%	Uniform rental for Five (5) employees.	
520-10	Gas & Oil	2,000	1,693	2,000	2,000	0.0%	One (1) 2001 Chevy Van and two (2) off road vehicles	
	Education & Training	0	183	183	750	0.0%	Professional development through conferences, seminars, printed literature, etc.	

<b>TOTAL OPERATING EXPENSES</b>	<b>\$49,238</b>	<b>\$38,791</b>	<b>\$69,936</b>	<b>\$37,550</b>	<b>-23.7%</b>		
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<b>DEPARTMENT TOTAL</b>	<b>\$281,386</b>	<b>\$174,238</b>	<b>\$304,008</b>	<b>\$265,971</b>	<b>-5.5%</b>		
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# VILLAGE OF BISCAYNE PARK - Recreation 2011-12 BUDGET WORKSHEET

## Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
110-00	Regular Salaries	32,168	19,440	33,330	35,385	10.0%	Director - Reclassification and salary adjustment	
130-00	Other Salaries	24,000	9,715	17,000	34,726	44.7%	3 PT positions (2 Parks & Recreation Supervisor and 1 Parks & Recreation Aide).	

**Total Salaries & Wages** \$56,168 \$29,155 \$50,330 \$70,111 24.8%

210-00	FICA Taxes & Medicare	4,297	2,073	3,564	5,363	24.8%	Calculated at 7.65%	
220-00	Retirement	6,178	2,506	4,296	3,782	-38.8%	Calculated at 5.4% FRS rates effective 7/1/2011, with projected increase on 7/1/2012	
230-00	Life & Health Benefits	4,380	2,050	3,516	4,940	12.8%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.	
240-00	Workers Compensation	2,360	1,743	2,114	2,081	-11.8%	Calculated at 3.34%	
	Unemployment Com	0	7,029	12,060	0	0.0%		

**Total Benefits** \$17,215 \$15,402 \$25,550 \$16,167 -6.1%

**TOTAL SALARIES & BENEFITS** \$73,383 \$44,556 \$75,880 \$86,277 17.5%

## Operating Expense

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative	2011-12
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget			Mayor & Comm Approved
430-10	Electric	6,000	2,670	4,157	0	-100.0%	Electric utilities moved to General Government	
430-15	Water & Sewer	700	0	372	0	-100.0%	Water & Sewer moved to General Government	
440-00	Rent or Leased Equipment	750	0	750	750	0.0%	Lease agreement for copier.	
450-10	Insurance - Vehicles	592	845	1,452	600	1.4%	Chevy Van.	
450-15	Insurance - Liability	1,200	245	500	0	-100.0%	Liability insurance moved to Risk Management budget	
451-05	Communications - Telephone	1,400	781	1,344	1,760	25.7%	Telephone line and cell phone for Director.	
460-10	R&M Land	5,000	4,767	9,733	14,720	194.4%	Applications for sports field maintenance include 6 for fertilizer, 4 for herbicide, 4 for insect control, 4 aerification and 1 top dressing.	
460-20	R&M Equipment	5,500	2,231	5,500	2,500	-54.5%	General overall maintenance including playground maintenance.	
460-25	R&M Vehicles	300	57	100	300	0.0%	Chevy Van.	
	R&M Baseball Field	0	0	0	2,000	0.0%	Two loads of clay and one ton of conditioner annually.	
	R&M Irrigation	0	0	0	2,000	0.0%	Sprinkler heads and piping	
470-00	Printing & Binding	300	0	0	0	-100.0%	Printing & Binding moved to General Government	
490-05	Misc Charges - Concession Purchase	3,800	1,623	3,500	3,800	0.0%	Supplies for concession stand, calculated at 50% of estimated revenue.	
490-10	Misc Charges - Special Events	3,000	4,301	4,322	3,500	16.7%	Annual scheduled events including the addition of two annual Movie Nights.	
510-00	Office Supplies	500	275	350	400	-20.0%	Standard office supplies.	
520-00	Operating Supplies	500	281	575	750	50.0%	Standard operating supplies.	
520-05	Uniforms & Clothing	200	0	150	200	0.0%	Staff uniforms.	
520-10	Gas & Oil	250	33	200	250	0.0%	Chevy Van. (Utilization by Gates Tutoring for Summer Camp program is reimbursed to the Village.)	
	Janitorial Supplies	0	194	194	200	0.0%	Standard janitorial supplies.	
540-00	Memberships, Dues & Subscriptions	300	125	275	300	0.0%	Costco / FRPA Memberships	
550-00	Education & Training	200	0	200	550	175.0%	Professional development through conferences, seminars, printed publications, etc.	

**TOTAL OPERATING EXPENSES** \$30,492 \$18,429 \$33,674 \$34,580 13.4%

**DEPARTMENT TOTAL** \$103,875 \$62,985 \$109,554 \$120,857 16.3%